



## **Nevada Division of Forestry**

### **Urban and Community Forestry Grants 2017/18**

### **Grant Package and Application**

The Nevada Division of Forestry (NDF) is accepting applications for its Urban and Community Forestry (U&CF) Grant Program. These grant funds are available to assist Nevada communities to develop, manage and implement a community forestry program, increase public awareness of tree benefits, provide tree-care education, involve citizen volunteers in urban forestry programs and increase tree diversity.

### **FUNDING AVAILABILITY**

- ☞ Minimum grant request \$2,000
- ☞ Maximum grant request for urban forestry management planning, inventory, or tree assessments \$30,000
- ☞ Maximum grant request for all other types of proposals \$15,000

### **GRANT APPLICATION INSTRUCTIONS**

- Follow the instructions and format outline, pages 5-6.
- Complete and sign the Grant Application Summary pages 7-8.
- Submit 1 original plus 6 sets of your proposal and a map of the project area if required.

### **GRANT TIMELINES**

#### **Application due date: Monday, May 22<sup>nd</sup>, 2017**

Proposals must be received no later than 5:00 p.m., Monday, May 22, 2017.

Send 1 original plus 6 copies. *Faxed or late applications will not be considered.*

Submit proposals to: Urban Forestry Program, Nevada Division of Forestry  
4747 Vegas Drive, Las Vegas, NV 89108

#### **Notification of Funding Decision**

Applicants will be notified of funding decision by Monday, June 12<sup>th</sup>, 2017

#### **10-Month Grant Period**

*Tentative* final approval and grant period start date: June 15, 2017.

All projects must be completed by May 4, 2018.

# Nevada Division of Forestry-Urban and Community Forestry Grant Program Requirements

## ELIGIBLE APPLICANTS

Eligible applicants include Nevada state, county and local governmental units, nonprofit groups, educational institutions, and tribal governments. Volunteer groups, neighborhood associations, and civic groups may work in conjunction with and through one of the above groups. **Not eligible** for NDF Urban Forestry Program grant funding are applicants with an outstanding debt to the Nevada Division of Forestry of 60 days or more.

## GRANT PROJECT REQUIREMENTS

- **Grant funding must be matched** (1:1) or exceeded with non-federal project contributions. The grant match may be in-kind goods and services, contributions of materials, or cash. (Additional detail on eligible grant match on page 4.) The match must specifically relate to the proposed project and, except for project planning after approval notification, fall within the grant period. Approved grantees must keep accurate records of all expenditures and calculations of in-kind contributions according to applicable federal regulations.
- Projects must benefit or provide education on urban trees, community forestry programs, or seek to remedy a specific need or problem concerning a community's trees. Tree planting, demonstration and renovation projects must be on state, county, city or tribal lands.
- Tree planting/renovation projects must be maintained for three years from the date of installation. Maintenance Specifications can be found on Attachment A., page 9.
- Volunteer involvement must be a major component of tree planting projects. Proposals for workshops or tree inventories should also include volunteer involvement.
- Tree planting projects should include some plants small enough to be planted by volunteers.
- Plant materials must meet the American Standard for Nursery Stock [American National Standards Institute (ANSI) Z60.1]  
<http://hort.ifas.ufl.edu/woody/planting/americanstandard.htm>.
- Projects must not otherwise be funded through an existing budget.
- Projects must comply with federal, state and local laws, ordinances, and regulations. Grant funded activities must comply with federal and state equal opportunity and non-discrimination policies.

The Nevada Division of Forestry — Urban and Community Forestry Program is funded through the U.S. Forest Service. Nevada Division of Forestry and its partners are equal opportunity providers.

**PROJECTS TO BE CONSIDERED** are those that address or enhance the protection, management, establishment, restoration and/or care of urban trees.

**Highest priority projects** are community forestry program development projects including: comprehensive urban forestry planning, management, implementation, outreach or education; community, street, park or school tree inventory or assessment; tree hazard evaluation; tree care training, arboretum programs and species diversity; community tree guides (e.g. demonstration projects, tree species guides, historic or champion trees); and these and other efforts toward becoming a Tree City USA (e.g. Arbor Day planting, tree ordinance development, or tree board establishment).

**Other eligible projects** include tree care education, training or outreach related to the urban forest, and tree plantings.

**Tree care education projects include** establishment of outdoor classrooms; development, production or distribution of brochures or training materials; development of exhibits/audio-visual programs/signage; public service announcements or newspaper inserts; and other activities that provide education and training in the benefits of trees and forests, tree care, and community forestry management.

Travel and per diem expenses to attend training for, and/or travel, to take the International Society of Arboriculture (ISA) Arborist Certification exam or the Society of Municipal Arborists Municipal Forestry Institute (MFI) are eligible when combined with an eligible urban forestry proposal.

**Eligible tree planting projects include:** streetscapes, community gateway beautification, neighborhood parks, demonstration projects, urban conservation (windbreaks, riparian and wildlife corridors, soil stabilization), outdoor classrooms, school yards, arboretums, economic development/neighborhood improvement, and tree renovation projects; and for activities to celebrate Arbor Day, Tree City USA, or for state, local or national events.

## **ALLOWABLE COSTS**

**Eligible for funding** are trees,\*shrubs, and supplies required to ensure the health of plantings including \*\*irrigation for new or existing trees, mulch/top dressing, soil testing, amendments, fertilizer and tree protectors. Approvals of funding for topsoil and tree stakes are evaluated on a project-by-project basis. Other allowable grant funded costs are travel/per diem expenses related to training for, or travel to take the ISA Arborist Certification exam; costs related to the development, production and distribution of educational and outreach materials; tree inventory software; speaker and \*\*conference costs, rental equipment, personnel, administration/overhead (limited to 12% of funding request), contractual, and other costs essential to the success of the project. **The above eligible expenses are also eligible for grant match.**

*\*Up to 10% of the total funds **requested** for plants may be for shrubs. For example, if the funding requested for shrubs and trees is \$5,000, then 10%, (\$500) may be shrub costs. For multi-row windbreaks, up to 25% of the total funds requested for plants may be for shrubs. \*\*Some related costs might be ineligible, call for information.*

**Not eligible for funding** are the purchase of, or costs related to: t-shirts, refreshments, entertainment, ISA Arborist Certification exam and renewal fees, ornamental grasses, forbs, vegetable gardens, turf and related costs, delivery-line and related irrigation supplies, equipment, trails, hardscape, building demolition and construction, computers, permanent fencing, lighting, murals, land acquisition and the purchase of water rights.

**CRITERIA FOR EVALUATION** Proposals that meet the eligibility and project requirements listed on pages 2 and 3 will be evaluated using the following criteria.

- Degree to which the projects meet the intent of the U&CF program, which is to improve levels of community planning and management, inventories, tree health, protection, and urban forestry program establishment.
- Degree project increases public awareness of tree benefits, community trees, and tree selection and care.
- Degree project provides social, economic, aesthetic, environmental, or educational benefits to the community.
- The project has a minority outreach component or involvement of underserved communities.
- Roles and responsibilities of volunteers are clearly defined.
- Community support of project is demonstrated through donations and letters.
- The proposed budget for the funding requested is clearly defined and is reasonable for the described project.
- Source of match, cash or in-kind contributions and donations, is clearly defined.
- Partners and cooperators are actively involved in the project and their role is clearly defined.
- Goals are specific and realistic and the project can be achieved in the 10-month grant period.
- Compliance and performance by the applicant on previous NDF funded projects is satisfactory.

**ELIGIBLE MATCH** – Grant funding must be matched (1:1) or exceeded with non-federal source funds or in-kind contributions.

**In-kind matching** contributions include but may not be restricted to ***documented***: staff time on grant activities valued at their normal salary (document with time sheet or agency payroll records); unpaid volunteer labor (valued at \$23.07/ hour for skilled/trained labor, cash donations (document with receipt, copy of check); supplies or services purchased or donated and valued at the normal value, rate or salary; value of equipment use or rental; consumable supplies provided for the grant (office supplies, postage, etc.); advertising; cost or value of refreshments served during project implementation; Arborist Certification exam fee when award has been given for travel per diem to train or to take the exam; and value of discounts and fee waivers for supplies or services. Documentation of value for donated services or goods, equipment and discounts can be by receipt, invoice showing discount or donation, or documented by signed letter from grantee. **In addition**, all allowable costs described at top of this page can be used for grant match.

**NOT ELIGIBLE for the grant match** are costs related to entertainment, hardscape (e.g. sidewalks), building demolition and construction, equipment, computers, vegetable gardens, permanent fencing, lighting, murals, and the purchase of water rights or land acquisition. The value of services from NDF, and the USDA Forest Service and other federal employees are not an eligible grant match unless individuals provide services on personal time.

## **GRANT REIMBURSEMENT AND FINAL REPORT REQUIREMENTS AND SCHEDULE**

This is a reimbursable grant program. Unless grantee demonstrates a need for a cash advance or partial reimbursement, payment of grant funds shall be made when the project is completed. Reimbursement for approved expenses is based on actual costs that must be documented both by receipts, dated within the grant period, **and** proof of payment to the vendor. Overhead will be reimbursed at the pre-approved amount. Final reimbursement requests must include a final report and documentation of grant match. Grantees who fail to submit a reimbursement request and final project report or request for extension **by May 4, 2018** may **forfeit their grant funding**.

## 2017/18 U&CF GRANT APPLICATION INSTRUCTIONS AND PROPOSAL FORMAT

### Grant Application Instructions

- **Submit 1 original PLUS 6 sets of your proposal.** Do not enclose proposals in folders or binders.
- **Submit 1 (8 ½ by 11 inch) copy of the project area if applicable.**
- **Proposals must be received by no later than 5:00 p.m., Monday, May 22<sup>nd</sup>, 2017**
- **Proposals should be in an 8.5" x 11" format, on white or light colored paper.**
- **Submit proposals to:** Lisa Ortega, Urban Forestry Grant Program, Nevada Division of Forestry  
4747 Vegas Drive, Las Vegas, Nevada 89108
- Applications that are faxed, late, or late as a result of being sent to the wrong address will **not** be considered.

### Grant Application Format

- I.** All applications must include as the cover to the proposal, the Application Summary, pages 7 & 8 of this grant package, signed by an authorizing official. Proposals must be in the following format.
- II. Purpose, objectives and needs.** In a few concise sentences or bulleted statements, describe or explain:
- A. The background of the project, project site, community and/or applicant group.
  - B. The purpose of this proposal. What activity do you propose, (e.g. tree inventory), where is the project located (e.g. community, and name of park), who owns the property, and who is the intended audience?
  - C. The needs and objective(s). 1) State why this project is needed – what are the issues or problems this project addresses and why it is important to the community. 2) What do you hope to accomplish? List the desired outcomes, results or benefits of this project.
- III. Work plan/Project activities.** In a few concise sentences, bulleted statements, or lists, describe:
- A. Administration. Who will oversee the project and the paperwork - what agency, department or group?  
Provide the contact information on the Application Summary sheet.
  - B. Partners. Names of other agencies, organizations, groups, and volunteers that are helping you on this project, and for each, describe how they will be involved.
  - C. Describe major activities (scope of work) and include a schedule or timetable for planning and activities.
  - D. Complete **Section 1** if you are submitting an urban forestry planning, educational or outreach proposal.  
Complete the following **Section 2** if you are submitting a tree-planting proposal.

**Section 1) required for urban forestry management planning, education or outreach projects:** Provide the name(s) and credentials of program presenters, contractors, group or person(s) developing the proposed management plan, education/outreach materials, or performing the inventory. Include a draft or outline of the content of any proposed community forestry management plan, educational materials, signage, workshop agenda, or inventory. Three originals of any deliverables (e.g. videos, booklets, pamphlets, community plans or designs) are required with your final grant report. The cost for these may be included in your funding request.

**Section 2) required for tree-planting projects:**

- a) List for each **plant species**: quantity, common name and variety (plus scientific name if known), size (container size, caliper or height), estimated cost by species/size, and total plant costs.
- b) Include a **site plan** that illustrates plant species locations, spacing between plants, and the location and distance from existing plants, hardscape, overhead power lines, buildings or other features pertinent to planting site. The plan may be hand-drawn and does not need to be drawn to scale.
- c) **Irrigation system**: Include a description and drawing of the irrigation system.
- d) **Maintenance**. Describe actions you will take to ensure the project is maintained properly for the required three years. Provide the name, position and telephone number of the person(s) or agency responsible for maintenance of the project. If your grant request is approved, this person shall assume responsibility for maintenance by signing a form similar to the *NDF Maintenance Specifications Attachment A*. on page 9.

**IV. Estimated budget:** Use the following budget format to detail how grant funds will be spent and how the grant will be matched.

**BUDGET FORMAT**

<p><b>FUNDS REQUESTED. Itemize grant funds requested using the categories listed below as applies.</b></p> <p>A. Costs related to education, outreach, community planning, tree assessments, registrations, and travel.</p> <p>B. Costs related to tree planting, tree health, irrigation, and demonstration projects. Include outreach, signage and brochure costs related to the planting project.</p> <p>C. <b>Administrative/overhead costs. (Maximum allowed: 12% of Subtotal B.)</b></p> <p style="text-align: right;"><i>Total Grant Funds Requested</i></p> <p><b>APPLICANT NON-FEDERAL MATCH</b></p> <p>A. In-kind services and contributions (labor, administrative services, equipment use, supplies, materials)</p> <p>B. Volunteer match (valued at \$23.56/hour trained/skilled labor, \$8.25 to \$12/hour under 15 yrs of age).</p> <p>C. Cash match</p> <p style="text-align: right;"><i>Total Applicant Match (must equal or exceed grant funds requested)</i></p> <p style="text-align: right;"><b>TOTAL PROJECT COST</b></p>	<p><i>A. Subtotal</i></p> <p><i>B. Subtotal</i></p> <p><i>C. Subtotal</i></p> <p><b>\$</b></p> <p><i>A. Subtotal</i></p> <p><i>B. Subtotal</i></p> <p><i>C. Subtotal</i></p> <p><b>\$</b></p>
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**V. Follow-up and Evaluation.** Describe how you will evaluate or measure the success of your project or if you met the needs and objectives you outlined in Format Section II.C. Also, describe any follow-up activities and potential for continuation of the project.

**VI. Letter(s) of support or commitment.** Submit 1-5 letters of support. Letters may have signatures from more than one group or person. Complete Section C. only if it applies to your project.

- A)** Your volunteer(s) or volunteer group(s). A minimum of one letter is required from this category.
- B)** From public officials, partners, cooperating agencies or community groups (e.g. Mayor, City/County Managers, Commissioners, Parks Commission or Department, Public Works, local Tree or Beautification Board, School Board, Chamber of Commerce, the business community, Cooperative Extension, local Conservation District, U.S. Forest Service, or the person(s) or agency responsible for maintenance).
- C) If applies:** Proposals for tree planting or renovation projects on public property that is **not** owned by the applicant must include letter(s) of authorization/approval (e.g. School Board, NDOT, city or county) that specifically grants permission for the project and clearly defines maintenance responsibilities.

**VII. Optional attachments.** These might include, but are not limited to; additional budget details, photos, additional information on project site, coordinators or volunteers, or additional maps or site plans.

**2017/18 Urban and Community Forestry  
GRANT APPLICATION SUMMARY** (page 1 of 2)

Applications are due no later than 5:00 p.m., Monday, May 22, 2017

Nevada Division of Forestry

Urban Forestry Program, Nevada Division of Forestry 4747 Vegas Drive, Las Vegas, NV 89108.

*Use this 2 page Application Summary for the cover page to your proposal. Please type or print legibly.*

*Submit 1 original plus 6 sets.*

*Late, faxed or incomplete applications will not be considered.*

**I. ADMINISTRATIVE INFORMATION**

- a. Applicant organization/agency \_\_\_\_\_  
Mailing address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Administrator name and title \_\_\_\_\_  
Telephone \_\_\_\_\_ FAX \_\_\_\_\_ email (optional) \_\_\_\_\_  
Tax ID Number \_\_\_\_\_ - \_\_\_\_\_ b) Grant funds would be payable to \_\_\_\_\_  
Does your organization have a Nevada State Vendor Number? \_\_\_\_\_ Provide if known: \_\_\_\_\_
- b. Project coordinator name/title \_\_\_\_\_ Email (opt.) \_\_\_\_\_  
Address/phone if different from above \_\_\_\_\_ Telephone \_\_\_\_\_
- c. Fiscal officer name and phone number \_\_\_\_\_

**II. PROJECT SUMMARY**

- a) Title \_\_\_\_\_  
b) Purpose \_\_\_\_\_  
\_\_\_\_\_
- c) Approximate date(s) of project activity (ies) \_\_\_\_\_
- d) # trees to be planted \_\_\_\_\_ e) # shrubs to be planted \_\_\_\_\_ f) Estimated # of volunteers \_\_\_\_\_

**III. PROJECT LOCATION**

- a) County \_\_\_\_\_
- b) Location: Street # and name \_\_\_\_\_ City \_\_\_\_\_

**IV. BUDGET SUMMARY**

- a) U&CF grant funding being requested \$ \_\_\_\_\_
- b) Applicant's grant match (must be equal to, or exceed the funding request) \$ \_\_\_\_\_
- c) Total Cost of Project, a) + b) \$ \_\_\_\_\_

**V. CULTURAL RESOURCES INFORMATION required only for tree planting proposals, attach extra sheets as needed.**

- a) Have any environmental assessments, or archaeological or cultural resource surveys or inventories been completed for this site? \_\_\_\_\_ If yes, please attach one (1) copy with your grant proposal.
- b) Is this project in a developed setting, existing park or existing landscape, or is it at a site that has previous disturbance from, for example, agriculture, construction, school grounds or roads? \_\_\_\_\_ If yes, describe what is currently on the site or what site preparation activities are completed: \_\_\_\_\_  
\_\_\_\_\_
- c) If this site is on undeveloped land or on land that has not been disturbed by any recent man-made activities, describe the following (attach extra sheets if needed)
- 1) historic or pre-historic artifacts found at the site: \_\_\_\_\_  
\_\_\_\_\_
- 2) history of this site. \_\_\_\_\_  
\_\_\_\_\_

**VI. TERMS AND CONDITIONS**

**Whereas,** It is understood and agreed upon by the undersigned that:

1. PROPOSED CHANGES TO THIS PROJECT as approved, shall require pre-approval for budget category changes greater than 10% of the grant award and major changes to the scope of the project such as project location, design and tree species selection. Pre-approval may be requested in writing by the applicant to the Nevada Division of Forestry-Urban Forestry Coordinator, and, upon notification of approval by NDF, shall be deemed incorporated into and become part of this agreement.
2. Funds that are granted as a result of this request are to be expended for the purposes set forth herein and in accordance with all State and Federal regulations and restrictions.
3. The undersigned shall comply with Title VI of the Civil Rights Act of 1964. (P.L. 88-352) and all requirements imposed by or pursuant to that law.
4. If any historic or pre-historic artifacts are found at the project site, work will be stopped and NDF will be notified.
5. The undersigned HEREBY ASSURES THAT if approved, shall take measures necessary to execute this agreement.

**VII. Name & Title of Authorized Official** *(Type or Print)* \_\_\_\_\_

**VIII. Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**A complete grant package must include:**

\_\_\_\_\_7 sets of your proposal (top set should have the original signature on the 2 page Application Summary sheet). Do not enclose proposals in folders or binders. Keep copies for yourself and your project coordinator.

\_\_\_\_\_1 copy of the tree related ordinances for your community, town, General Improvement District, or county, or copy of policies regarding tree management for your agency.

\_\_\_\_\_1 (8 1/2 by 11 inch) copy of the area of your project from a Topographic Map. Mark the project site with an arrow.

**Must be received by Monday May 22, 2017.**

**Submit to:**

Urban Forestry Program  
Nevada Division of Forestry  
4747 Vegas Drive  
Las Vegas, Nevada 89108



## ATTACHMENT A.

### NEVADA DIVISION OF FORESTRY - URBAN AND COMMUNITY FORESTRY 2017/18 GRANTS

#### MAINTENANCE SPECIFICATIONS

**AT PLANTING TIME.** Once tree is set in the hole, cut and remove all twine around trunk and the root ball.

Remove all burlap, and a minimum of the top half of any wire basket surrounding the root ball and cut any girdling roots. No fertilizer is needed at planting time or for the first growing year.

#### IMMEDIATELY AFTER PLANTING

1. **Watering.** Water each plant immediately and continue watering until bubbles stop rising in the watering basin. After water has soaked away, add additional soil, if needed, to eliminate air cavities or to cover exposed roots. **Any plants with the top of the rootball below soil grade must be dug up and replanted so the top of the rootball is level with the surrounding soil grade.** Water weekly during the growing season.
2. **Mulching.** Topdress with shredded wood chips or other organic material, no more than four (4) inches thick, in a 3 to 4 foot diameter around the plant. Keep mulch a minimum of four (4) inches away from the tree trunk. Replenish annually to a depth of four (4) inches.
3. **Staking.** A) Always remove the grower's tree stake and ties, labels, and trunk protectors immediately after planting. B) **Support staking is NOT typically recommended nor approved for funding.** An approved staking technique for a top-heavy deciduous tree is to drive two stakes into the ground just outside the perimeter of the planting hole and perpendicular to the prevailing winds. For each stake, attach one end of the strapping material to the stake at the lowest practical level to maintain it upright, wrap around the tree and fasten the other end to the same stake. Use a broad, soft strapping material such as a soft, wide fabric or the commercial wide, green horticulture tape. It is important that the tree is still able to move at least 4" - 6" after being staked. Cut off tops of stakes that might hit or rub the trunk or lower limbs. **Stakes must be removed after 1 (one) year, or if stakes are left in the ground for protection purposes, remove staking ties after one year.**
4. **Tree Wrap.** Not recommended.
5. **Pruning.** Do not remove lower branches, headback, remove the leader (main shoot), or permanent lateral branches. Limit pruning of newly planted trees to the removal of rubbing, dead or broken branches or a competing leader. All pruning cuts must follow ISA pruning guidelines. For large deciduous shade trees, begin removal of lower branches in the second or third year to promote good form. Limit branch removal to no more than 25% of total branches each year thereafter.

#### EXTENDED MAINTENANCE

1. **Plant maintenance.** The grantee assumes the responsibility of maintenance for three (3) years following planting. This includes watering, fertilizing, insect and disease control, weeding, structural pruning, and the removal of support stakes or ties after one year. The grantee is responsible for re-setting plants to an upright position or to proper grade and for the removal and replacement of any dead or severely damaged plants for a period of three years. Replacement plants must be of the same species or alternate species pre-approved by the grantor.
2. **Irrigation maintenance.** Add new emitters after the second year and move older emitters and lines further away from the trunk to encourage roots to spread. If using bubblers, additional bubblers may be necessary during the third year. Each year, watering berms must be increased in diameter to include the entire area under the tree's canopy to encourage roots to grow laterally. In areas of winter freezing, it is important to break down berms at the beginning of winter so ice dams do not form around the base of the tree. These berms can be rebuilt each watering season, but, as described above, should be made larger in diameter every year.

**COMPLIANCE INSPECTIONS.** All trees must be alive, healthy and properly planted and maintained for project to be considered complete. Grantee shall periodically inspect the project during the three-year (3) maintenance period and immediately remedy any deficiencies. The granting agency, NDF, or its designee shall periodically inspect the planting for tree health and compliance with maintenance requirements.

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